

Reports - 2

RECORDS CENTER MONTHLY STATISTICAL SUMMARY

MONTH

September 1959

I. ACCESSIONING, DISPOSITION, HOLDINGS

ACTIVITY (Items 2 through 10 in cubic feet)	REPORTING PERIOD	FISCAL YEAR TO DATE	ESTABLISH TO DATE
1. ACCESSION JOBS (Number)	38	174	
2. RECORDS ACCESSIONED	612	2,067	47,975
3. RECORDS DISPOSED OF AT CENTER	72	343	5,471
4. RECORDS TRANSFERRED FROM CENTER	164	246	9,303
5. RECORDS HOLDINGS	33,201		
6. DISTRIBUTION MATERIAL RECEIVED	435	1,363	28,647
7. DISTRIBUTION MATERIAL DISPOSED OF AT CENTER	70	476	7,392
8. DISTRIBUTION MATERIAL TRANSFERRED FROM CENTER	21	231	4,677
9. DISTRIBUTION MATERIAL HOLDINGS	*16,578		
10. TOTAL HOLDINGS	49,779		

II. REFERENCE SERVICES

SERVICE (Number)	REPORTING PERIOD	FISCAL YEAR TO DATE	ESTABLISH TO DATE
11. RECORD DOCUMENTS LOANED	1,315	3,699	75,699
12. INFORMATIONAL REQUESTS	210	517	8,331
13. INFORMATION REPORTS	93	243	
14. INTELLIGENCE REPORTS	14,845	30,950	
15. ADMINISTRATIVE ISSUANCES	851	1,976	
16. TOTAL	17,314	37,385	

III. DISTRIBUTION MATERIALS RECEIVED

MATERIAL (Number)	REPORTING PERIOD	FISCAL YEAR TO DATE	
17. INTELLIGENCE REPORTS			
A. INITIAL RECEIPT	85,916	213,596	
B. RETURNS	3,998	10,407	
18. ADMINISTRATIVE ISSUANCES	3,565	7,455	
19. TOTAL	93,479	231,458	

IV. REPRODUCTION SERVICES

PROCESS (No. of pages)	REPORTING PERIOD	FISCAL YEAR TO DATE	
20. OZALID	667	1,191	
21. PHOTOCOPY	20	101	
22. DITTO	24	97	
23. TOTAL	711	1,389	

V. SHELVING UTILIZATION

SPACE (Cubic feet)	REPORTING PERIOD	
24. TOTAL CAPACITY	72,060	
25. UTILIZED	49,779	
26. COMMITTED	4,470	
27. AVAILABLE	17,811	